

**CaER ISO 9000 Implementation Team Meeting**  
**4/15/04**

Attendees:

Wendy Sullivan/CD02  
Amy Rape/CD10  
Brandy Adams/CD20  
Pat Schultz/CD20  
Caroline Wang/CD30  
Judi Hollingsworth/CD50  
Jennifer Simmons/CD60  
Betty Golden/CD70  
Betty Humphery/CD70

Items Discussed:

Document Custodian Responsibility: OWIs need to be reviewed every 6 months and signed by your manager. Keep a hardcopy of OWIs in the office and ensure that the OWIs on the web are the most current version. If you need to revise one of your documents, make sure to change the NPGs to NPRs.

Record Custodian Responsibility: Review your department's record retention schedule. Send any changes to Sheila McDonald

Paper Audit and ISO Training: There will not be a paper audit before the NQA Triennial Audit in June. The next paper audit will be held right before the Internal Audit in August. Also, each org rep needs to hold an ISO Refresher Training session in July before the Internal Audit.

CaER ISO Website Review: Please review the ISO website to make sure that it is up to date. Look at the quality objectives and make sure they are still valid. Review and update SmartBooks for your department. Update your customer list. And on the Document Master List, everyone's email addresses need to be updated to reflect the new extension (@nasa.gov instead of @msfc.nasa.gov).

Important Dates:

**MQC:**

May 25

**NQA Triennial Audit:**

June 22 – 26

**CaER Internal Audit:**

August 16

**Next Meeting:**

April 29 (329)